CROWN Memorandum

Memo Number: 02-0020-GN

TO: ESRD Executive Directors, ESRD Data Managers, Regional Project Officers

FROM: Matthew Leipold, Director, Division of ESRD Systems and Contract Management, Information Systems Group, OCSQ

DATE: November 5, 2002

SUBJECT: CROWN Task Groups

The SIMS Task Groups have now completed their inaugural year. We would like to take this opportunity to once again thank all co-chairs and members for their hard work. Through your team efforts we have established an open forum for identifying and prioritizing user requirements to provide for continuous improvements to the SIMS Application. These improvements provide for more consistent and accurate data.

We are now moving into a new paradigm with the introduction of additional CROWN applications and new business partners. VISION has already been included in the monthly SIMS Users calls and the ESRD facilities are in the process of being trained.   As REMIS becomes more mature it too will be incorporated into our conversations. Therefore, it is appropriate that we now rename the groups to the CROWN Task Groups.

To incorporate potential increase in issues for the Task Groups, we would like to expand the groups to include 7 network members and 3 CMS members for a total of 10 on each task group. In order to achieve this increase we are asking for volunteers from the Network community to join at least one of the task groups. We would encourage that each Network be represented, at a minimum, on one of the Task Groups. For those that are not familiar with the Task Groups, attached is a copy of the charters from last year. The following CROWN Task Groups and the number of openings available are listed below:

- Annual and Quarterly Reports: 3 Member Openings and 1 Network co-chair Opening
- Contacts and Grievances: 2 Member Openings
- Data Forms: 4 Members Openings
- Data Integration: 2 Members Openings
- Facility Survey: 2 Members Openings
- Patients Events: 2 Members Openings
- Provider and Personnel: 2 Member Openings

If you are interested in participating on a CROWN task Group, please submit your interest (including which group(s)) to Amanda Propes at apropes@nw6.esrd.net.

As part of the shift to CROWN Task Groups we will be reinstating the Data Integration Task Group to serve as the focal point for issues/enhancements that cross CROWN applications. The hopes are that this group will provide a more global perspective on proposed changes to the SIMS application and how those proposed changes affect the other CROWN products as part of the integration.

Once the Task Group membership has been increased we ask that you begin reviewing your current charters, determine if they are still applicable and determine whether to incorporate reference to the other CROWN applications. The Task Groups should continue to review and prioritize the enhancement lists as provided by the SIMS Team. This has been a very important role that the Task Groups have provided during the past year. Attached are some general guidelines for the task groups that we developed last year as direction that should be shared with all current or new members.

Some of the new work to impact the Task Groups will be the CPM forms and how they will be incorporated into the Network business. We are also restructuring the CMS Committee to include the CROWN Applications Project Officers and/or Government Task Leaders for SIMS, VISION, REMIS and Quality Net Exchange. The Committee will continue to review and approve enhancements to SIMS but they will begin to review and approve changes to VISION and at some point to REMIS. This group will also review and approve changes to the manuals and/or data definitions issued by the CROWN contractors. The newly formed Committee will be the central point for approval of all CROWN applications and documentation.

Attachments (2)
TASK GROUP GUIDELINES
CROWN TASK GROUP CHARTERS